

# Office & Admin Technology Inventory

Survey Contact: \_\_\_\_\_

School: \_\_\_\_\_

Item	Quantity of each				Condition (please indicate quantity for each)			Frequency of Use (please indicate quantity for each)				
	Desktops	Laptops	I-Pads	Other	new	mid-life	old as dirt	daily	2x/week	1x/week	1x/2 wks	1x/mo or less
Office staff computer(s):												
Administrator's computer(s):												
Counselor's computer(s):												
Kitchen computer(s):												
Custodian computer(s):												
Nurses' computer(s):												
Textbook rm computer(s):												
Atheletic dept. computer(s):												
Librarian's computer(s):												
Library computers (for book research and checkout):												
Library student computers:												

Please write in amount of each item used by the office, kitchen, custodians & administration.

Please return to: \_\_\_\_\_